

Modification Listing of Accounts

(Modification requests – due anytime during the process year)

*Date:

To: INTERAGENCY INTERCEPT COLLECTIONS A460
FRANCHISE TAX BOARD
PO BOX 2966
RANCHO CORDOVA CA 95741-2966

*From Agency:

*Agency Code:

FAX: 916.843.2460

*Process Year: **20**

*Required System Information. The system only accepts accounts with all required information completed.

Data for Current Process Year

	Type Code	Social Security Number	Name Control	Requested Amount	Account/Case Number
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					

Signature:_____

Total number of accounts submitted on this page:

Modification Listing of Accounts (For Informational Purposes)

You may request a modification anytime during the process year to add, delete, or change accounts sent to us.

Include an *Interagency Intercept Transmittal* form with each of your account submissions.

Use the 50-character record length for **electronic** modified account submissions.

1st character position

Type Code: Defines the account change you request. The codes are:

- ☐ **A** Add a new debtor account.
- ☐ **D** Delete a debtor account. (You must also indicate a zero account balance to delete a debtor's account.)
- ☐ **C** Increase/decrease the account balance or change a debtor's account/case number.

2nd - 10th character positions

Social Security Number: Debtor's nine-digit identification number. The social security number cannot begin with "8."

11th - 14th character positions

Name Control: The first four letters of a debtor's last name printed in all caps. For example, the last names Lee, McCord, and O'Neal should be written LEE, MCCO, AND ONEA. If you have a three letter last name, you will have a blank space to the right in the fourth space (14th character position). Fill in the blank space by using the space bar.

- For electronic account submissions, make sure this entry is left-justified and space filled on the right side.

15th - 16th character positions

Agency Code: The two-digit code FTB assigns your agency/college. If you do not know your code, contact the intercept liaison at **916.845.5344**.

17th - 25th character positions

Revised Amount: The new/current account balance minus all payments and intercepts received. The amount, including dollars, cents, and the decimals must be at least four numeric characters, but not more than nine.

For electronic account submissions, make this right justified, zero filled on left. For example, \$50.16 would be 000005016. We reject amounts less than \$10, except for zero balances which delete accounts (when accompanied by a type-code "D").

For paper submissions only, decimal point must be included.

26th - 45th character positions

Account/Case Number: The number your agency/college assigns accounts to identify each one. It can be a maximum of 20 alphanumeric characters. Use spaces or zeroes as placeholders for right justified blank fields.

46th - 50th character positions

Placeholders/Fillers: Use blank spaces as placeholders.

Signature: Of the agency/college official authorized to request intercept services required.

Do not use stickers or labels on electronic media submissions. Use a permanent marker.